

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 1, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Alyssa Schultz, Division Manager Clinic Family Services, Karen Gibson, County Clerk; PJ Schoebel, Medical Examiner; Ed Somers, Administrator/Executive Director Clearview.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the regular session meeting of August 18, 2020.
Second by Hilbert. Motion carried without negative vote.

Hinze presented a request for sick leave donation for a Human Services & Health employee with approved six (6) week medical leave and four (4) week general leave. Hinze explained that the employee will use all available time off first.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

Hinze provided an updated draft of the Recruitment of a Department Head Administrative Policy incorporating the requested changes. There was discussion regarding the policy changes. Schmidt requested to inform the Committee when new hire packages are offered. Hinze confirmed with Committee members that an email notification to Committee members of any Department Head new hire package offers will be sufficient.

Motion by Kuehl to approve the Recruitment of a Department Head Administrative Policy as presented. Second by Greshay. Motion carried without negative vote.

Hinze provided an update on the Employer Sponsored Health Savings Account through Employee Benefits Corporation (EBC) stating that they are waiting for additional information regarding the administrative fees and the withdrawal fee. Once the information is available, Hinze will provide the Committee with an update.

Hinze provided the Committee with a list of recommendations from McGrath Human Resources Group with possible implementation dates for the Committee's review and input. Hinze reviewed each item with discussion from Committee members. Hinze agreed to formulate a priority list to review for consideration at the next meeting.

Hinze and Gibson provided a status update regarding the Deputy County Clerk recruitment.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Data Entry Clerk/Office Assistant – LTE	County Clerk
One (1) Administrative Secretary III	Medical Examiner
One (1) Clinician IV – Clinical Services Intake Worker	Human Services & Health
One (1) Disability Benefit Specialist (Temp inc. hours 9/1-12/31/2020)	Human Services & Health
One (1) Social Worker I, II or Senior – Foster Care Coordinator	Human Services & Health
Four (4) Contact Tracer I, II or III – Part Time LTE (9/1-12/31/2020)	Human Services & Health
One (1) Deputy Secretary	Sheriff's Office
One (1) Correctional Sergeant	Sheriff's Office

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay.
Motion carried without negative vote.

Mindemann presented a request for a partial unpaid general leave for 11/30/2020 through 12/14/2020 for an employee with the Human Services and Health due to a unique situation resulting from a departmental transfer.

Motion by Greshay to approve the general leave of absence as presented and by doing so does not establish a practice or precedent. Second by Kuehl. Motion carried without negative vote.

Mindemann presented a request for an intermittent general leave for 09/03/2020 - 03/02/2021 for an employee with the Human Services and Health for a relationship that does not qualify for State or Federal Family and Medical Leave (FMLA) with a request to use sick time. Mindemann verified receipt of proper medical certification.

Motion by Greshay to approve the intermittent general leave of absence with approval to use sick time and by doing so does not establish a practice or precedent. Second by Hilbert.
Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. **RECLASSIFICATION – UNION:** None. **PROMOTION – UNION:** Taylor Nehls, Deputy Sheriff, Sheriff's Office, \$34.84, SSU08, 5M42, 09/10/2020. **APPOINTED OFFICIAL:** Roberta Marose, Monarch Library Board, County Board, \$60.00/Meeting, CB01, 08/18/2020. **NEW HIRE:** Jessica Falls, Economic Support Specialist I, Human Services & Health, \$19.15, DC04, ST01, 09/03/2020; Mary Fitzgerald, Economic Support Specialist I, Human Services & Health, \$19.15, DC04, ST01, 09/03/2020; Leonard Kluck, Correctional Officer, Sheriff's Office, \$21.62, DC05, ST01, 08/27/2020. **LIMITED TERM/SEASONAL NEW HIRE:** None. **LIMITED TERM/SEASONAL REHIRE:** None. **RECLASSIFICATION:** Shelby Miller, Economic Support Specialist I, Human Services & Health, \$21.83, ST05, 08/27/2020. **PROMOTION:** Matthew Yuenger, Foreman – West, Highway, \$27.64, Hwy07, ST04, 08/17/2020. **TEMPORARY ASSIGNMENT:** None.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- Hinze provided a 2021 Human Resources Budget update and explained that based on recommendations of the Finance Director, some budgetary items that fell under each department in 2020 will be under the Human Resources Department 2021 budget including: COBRA, Health Savings Account Fees and Flexible Spending Fees.

Closed Session:

Roll call vote was taken.

Motion by Hilbert, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:10 a.m.


Open Session:

Motion by Greshay, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:31 a.m.

Future Agenda Items: Negotiations, McGrath Study Priorities, Health Savings Account, Performance Management.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, September 15, 2020 at 9 a.m. and Tuesday, October 6, 2020 at 9:00 a.m.** and which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:36 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl

MEMBERS EXCUSED: None

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director
Tonia Mindemann, Assistant Human Resources Director.**

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There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

Open Session:

Motion by Greshay, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:31 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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